

**BY ORDER OF THE COMMANDER
LANGLEY AFB (ACC)**

**JOINT BASE LANGLEY-EUSTIS
INSTRUCTION 23-101**



13 FEBRUARY 2014

Materiel Management

***PRECIOUS METALS RECOVERY
PROGRAM (PMRP)***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 633 LRS/LGRMI

Certified by: 633 MSG/CC
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Pages: 4

This instruction implements AFRPD 23-1, *Materiel Management*, and establishes procedures applicable to the Precious Metals Recovery Program (PMRP). This instruction applies to all activities generating precious metals. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command.

1. Squadron commanders will appoint a primary and alternate Precious Metals Program Monitor (PMPM) from sections/shops receiving, issuing, and using fine precious metals and generating precious metals residue/scrap. The letter of appointment will include the name, grade, office symbol, and duty phone of each monitor. Include the supply account codes/number used to order precious metals, building number, types of recovery equipment used, if any, the kind of precious metals scrap generated, and the kind of fine precious metals and high precious metals content items used, such as anodes, brazing, and solder which have Controlled Item Code (CIC) "R" assigned.

1.1. Appoint individual(s) in writing to process and turn-in silver accumulated in the recovery bucket. The LRS commander will appoint, in writing, individual(s) not involved in the PMRP to witness the harvesting weight of the recovery bucket.

2. The base PMRP Manager is responsible for the following:

- 2.1. Serve as the OPR for this instruction and act as the focal point for all matters concerning the PMRP.
- 2.2. Ensure that each organization on the installation involved in the PMRP appoints a PMRP monitor and alternate.
- 2.3. Maintain a list of the organizations, organization monitors/alternate's name, phone number, location, i.e.: building number, type of recovery equipment, and kind of precious metals generated. Do not maintain a list of organizations not involved in PMRP.
- 2.4. No record keeping is required by PMRP Manager, however record keeping for fine precious metals and high content items assigned CIC "R" is required by the using/generating activity and will be subject to periodic review/audit by the PMRP Manager or investigative agencies.
- 2.5. Ensure that each activity receiving, issuing, and using fine precious metals that are assigned a CIC "R" appoint individual(s) in writing to receipt for and issue these materials. Ensure these activities maintain auditable records, and that the records and quantities of materiel on hand are audited by disinterested personnel not involved in the use of the precious metals periodically, but not less than two times per year.
- 2.6. The PMRP Manager will prepare a surveillance schedule for and visit each participating activity at least once every 24 months. During this visit they will review operations, documentation, and adherence to overall program requirements to ensure an effective PMRP. The PMRP manager will prepare, maintain, and forward a surveillance report and follow-up on discrepancies noted for corrective action for each PMRP monitor.
- 2.7. Maintain liaison with the Defense Reutilization and Marketing Office (DRMO), Defense Logistics Agency (DLA), and the Precious Metals Area Representative (PMAR) to keep abreast of precious metals recovery techniques and to obtain or give assistance on the overall PMRP.
- 2.8. Conduct program management training for activity monitors as required.
- 2.9. Establish a local program to identify National Stock Number (NSN) with Precious Metals Indicators assigned.
- 2.10. Establish precious metal recovery areas.
- 2.11. Ensure the precious metal turn in log is being maintained.

3. The Unit PMRP Monitor is responsible for the following:

- 3.1. Conduct and maintain a self-inspection program IAW DoD 4160.21-M.
- 3.2. Identify precious metals on bench stock with a blue dot.
- 3.3. Ensure that any material being turned in should be separated in zip lock bags and identified by NSN and quantity.
- 3.4. Annotate NSN and quantity on the turn in log prior to quarterly turn in. Have the LRS representative to sign bottom of the turn in log when making a quarterly turn in.

3.5. Ensure precious metal assets are turned in to the Inspection Section, PMRP Manager every quarter (Jan, Apr, Jul, Oct). PMRP Manager will forward all precious metals collected along with a copy of the maintenance turn in log through Warehouse Distribution Section for DRMO processing.

3.6. Ensure all assets listed on the Precious Metal listing belonging to the organization are properly managed IAW with this regulation and its referenced directives.

4. If at any time individual(s) use chemicals (X Ray, NDI, processing film, photo film, etc.) that contain silver, a recovery bucket is required.

5. Disposal of the silver recovery buckets are accomplished jointly by Base Environmental Office and the PMRP Manager. Documentation of this will be kept in the warehouse precious metals turn in log. Maintain an auditable record of silver turned in using total weight of accumulation bucket.

JOHN J. ALLEN, JR., Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 23-101, *Air Force Materiel Management*, August 8, 2013

DOD 4160.21-M, *Defense Materiel Disposition Manual*, August 18, 1997

Prescribed Forms

AF Form 847. *Recommendation for Change of Publication*

Adopted Forms

None

Abbreviations and Acronyms

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

CIC—Controlled Item Code

DLA—Defense Logistics Agency

DRMO—Defense Reutilization and Marketing Office

IAW—In Accordance With

NSN—National Stock Number

OPR—Office of Primary Responsibility

PMAR—Precious Metals Area Representative

PMPM—Precious Metals Program Monitor

PMRP—Precious Metals Recovery Program

RDS—Records Disposition Schedule